#1398429808 ID: 88079747 HD 170 .C46 1989 no.3

CENTER SCENE

The Bureau of Land Management Service Center Newsletter — *March 1989*

PHOTO LAB

Betty Wilson preparing a map.

Although the majority of SC employees work in Buildings 40 and 50, there are some who contribute from afar, so to speak. One such group is the Photo Lab in Building 46. They share space and equipment with the Forest Service and find the arrangement mutually beneficial.

Branch Chief Connie Hackathorn says the branch is a unique entity in that it is a servicing unit for the SC as well as BLM State Offices, other government agencies, and the private sector. About 70 percent of the workload is devoted to the Bureau's mapping program and the rest to other divisions and states for graphic support, 35mm, and 4 x 5 photography. They recently set up a small studio to better facilitate indoor photography.

Many of the charts, drawings, displays, and visual aids used in various training courses are created in the Photo Lab. The branch produces print quality, continuous, and half-tone negatives for use in printing, graphics, maps, books, and displays. They create clear and matte (frosted) mylar positives, color proofs from negatives, color prints up to 18" x 18", and press-ready negatives for either black and white or color.

The Photo Lab is also the depository for the Bureau's aerial photography. They produce aerial color and black and white paper prints and black and white film positives and negatives. The availability of aerial film, along with other source material, assists in meeting the needs of Bureau managers, offices, and clients.

An open invitation is extended to walk down to Building 46 and see the many functions of the Photo Lab.

BARBER RETIRES

Well, the Big "R" for Doris Barber will arrive March 31. Doris has worked for the Bureau for eighteen years. Sixteen plus years have been spent in Personnel. Doris is a computer assistant and has worked the last twelve years facilitating the use of the computer for personnel management purposes. This includes generation of specific reports and output products from the IQUERY program of the PAY/PERS system.

Doris' career began, lo those many years ago, in ADP. After returning from vacation one day, she was informed she'd be working in Personnel. And she has been there ever since. One of the nicest experiences she's had is working for Richard Pixton. Doris is now the senior member in the Personnel Office.

Cameron, Missouri, will be home for Doris, where she has three brothers, two sisters, a daughter and son-in-law, and two grandsons. However, she won't be moving right away.

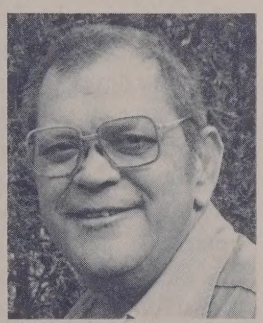
What will retirement bring for Doris? Well, first she plans a trip with friends and family to Alaska and Canada, beginning in June. Doris said Alaska is the only BLM state which she has not visited. Computer training programs have taken Doris to all the other states where the BLM has offices. What she will miss most, she says, is working with all the folks in the different states and training their personnel in various computer systems. Winters will be spent in San Diego (oh, what a shame!) with her cousin, who is also her best friend. Also on the agenda are hand crafts, including crocheting.

Getting up early, particularly on cold, cold mornings, will not be missed at all by Doris; however, she will miss all the wonderful people who have become a part of her life. She has seen many people come and go during her tenure in Personnel, but has had a steady lunch partner in Sharon Keim for eighteen years. (Applications are now being accepted by Sharon for this position).

Doris will be missed greatly in the hallowed halls of Personnel, especially by Richard Pixton, who looked at Doris and said: "Don't go! You can't be replaced."

We all wish you the best of luck and happiness, Doris, although we're the ones who need it now. Anyone who winters in San Diego, I mean really!!!

JACK HEADLEY



Jack Headley passed away February 13, 1989, after a long illness. Jack was a management analyst in the Branch of Records and Library Management, where he specialized in research into methods of physically preserving records.

Jack had worked just over 20 years with BLM. He served in the Utah State Office until 1978, when he and his family moved to Denver.

Born in Auburn, Nebraska, in 1933 he studied pre-engineering at Peru State College. Before coming to BLM in 1968, he worked six years for the SCS in Nebraska.

Jack is survived by his wife, Roberta; daughter, Kimberly; and three sons, Gerald, Jay, and Patrick, all of Lakewood.

Over the years Jack received numerous awards for his work, most recently a special achievement award in 1988. His broad interests included Western U. S. history, antiques, and coins.

Most of all, Jack will be remembered as a kind person who spoke ill of no one. His courage and candor during his long illness was a real inspiration to those who knew him.

1988 AWARDS

Once again it is time to summarize the awards earned during the past year by Service Center employees. The following list is a sampling of awards (some chose not to have their names mentioned). Congratulations to all of you and to those who may have assisted you along the way.

Administrative Services

BLM in search of excellence? Of course. Management has once again demonstrated the wisdom to rely on its employees for innovation and quality improvements. Perfect examples were contributions made by Irma Staab and Bonnie Pomarico, Branch of Procurement, to the modernization of the Bidder Application System. An omission that might easily have been overlooked could have caused serious problems after implementation. Because of Irma Staab's understanding of what the new system should do, and her acute attention to the details, she was able to spot and target the problem for correction. Bonnie Pomarico diligently revised and refined the multi-purpose Bidder Application Form, the accuracy of which was crucial to the success of the project. For their valuable suggestions and contributions, both women received Cash On-The-Spot Awards.

Based on her performance during fiscal year 1988, Marilyn Cameron, Secretary to the Chief, Division of Administrative Services, received Special Achievement recognition. She has gone out of her way to provide information and guidance to the public and to government contacts. As secretarial workloads increased, due to absences and vacancies, Marilyn took up the slack by assisting with typing and travel arrangements. In addition to providing training, she has consistently juggled numerous projects and has supported the Division Chief and Equipment Specialist. Marilyn earned a Sustained Superior Performance Award.

Sharon Broeder of Office Services received a Cash On-The-Spot Award for taking on the duties of Branch Secretary in addition to her own job responsibilities during a recent vacancy.

Personnel

Rosemary Ravenscroft received a performance award for exceeding the requirements of her position. Rosemary, as always, demonstrated professional dedication by doing very thorough, complete, and accurate work despite extremely heavy staffing activities due to the reorganization and the volume of recruitment at the Service Center.

Linda Sedbrook received a special achievement award for her role in creating the Information Resource Management (IRM) organization. She devoted many hours to accomplish this major reorganization within an extremely short time frame. Complexities of the reorganization, involving complete revision position descriptions and classification of many positions, were solved by her analytical skills, determination to work through obstacles, and cooperativeness.

Sue Mielke received a performance award for having done an outstanding job as supervisor of the Staffing and Employee Development Section. Her leadership and supervisory skills led to accomplishing a heavy workload in staffing. She demonstrated effective leadership in staffing, organizing, and supervising the recently assigned employee development program.

Sue Jamiel received an on-the-spot award for extending extra effort in preparing two vacancy announcements for the Montrose District Office. Though she had only one day to prepare and announce the positions, she did an excellent job while being most helpful and courteous.

Doris Barber received a special act award for developing a more efficient way of inputting certain information into the PAY/PERS system. The method she developed eliminated preparing records one at a time manually and saved over a hundred hours of clerical time.

Deb Price received a special act award for personnel training of approximately 330 Colorado State employees in a two-month period. She had to travel to every district and resource area except Alamosa. For making a dry subject very interesting, she received excellent evaluations from those she trained.

Donna Henry received a special act award for devoting more than 35 hours to interpreting in sign for SC functions and staff meetings. Though not part of her job requirement, she has been a great asset in communicating with outside visitors and employees who are hearing impaired.

Finance

Dave Palmer from the Financial Systems Staff was recently given a special achievement award for his work to date on the FFS conversion. Specifically, Dave developed and staffed a detailed project plan for the conversion effort.

Dave Walkinshaw, Financial Systems Staff, and Gary Grimstvedt, Chief, Branch of Data Control and Payments, were recently given special achievement awards for their work in developing and implementing the Remote Entry of Time and Attendance Reports System (RETARS). The system will be implemented Bureauwide by the third quarter of FY 1989.

Eight employees in the Division of Finance, Branch of Data Control and Payments, received awards for outstanding performance. Diane Morrison and Wesley Brown each received a cash award for completing the task of preparing files for archives without assistance or overtime.

Dorothy Belanger, Mary Carver, Dolores Laubhan, and Vickie Smith received sustained superior performance awards for exceeding their job performance production standards and maintaining low error rates in auditing vouchers.

Carol Godwin and Linda Lacen were given awards for outstanding supervision and training of employees on their teams.

Chris Turner of the Program and Revenue Accounting Section was recognized with a Special Achievement Award for her work in developing, organizing, and participating in the Billings and Collection Workshop. The workshop has been well received by the field and has resulted in more timely and correct billing and collection information for the field offices to use and for subsequent reports outside of the Bureau.

Data Management

Wendy Spencer, a management analyst with the Branch of Records, Directives, and Library Management, received a Sustained Superior Performance Award for her work as a member of the Idaho Directives Review Team and for writing a draft Vital Records Manual, which provides guidance on protecting vital records in emergency or disaster situations. Wendy was also the course leader for the Billings Regional Records Management Workshop held this past June.

Modernization

Jan Poorman, writer/editor with the Branch of Target Systems Implementation, received a Sustained Superior Performance Award for her outstanding work on the Cultural Resources Predictive Modeling Report, a Data Flow Diagram Handbook, and numerous other projects. Jan never hesitated to take on additional responsibilities and was recognized for her positive attitude toward doing whatever was necessary to get the job done on time.

Systems Engineering

In the Branch of Computer Applications, Sandy Stevens award was for establishing a production area for the RETARS System. Jan Geiger received recognition for designing, coding, and testing a program to print A64 reports (preprint of T & As). Doyal Brantley, while serving as co-leader on the RETARS team, helped analyze, design, and construct the entire RETARS system. Alan Layer assisted the project leader with the completion of the Remote Entry of T & A Reports (RETARS) system documentation and also wrote a COBOL program to produce a report of hours code that the system utilizes.

Donna Barron received a Performance Award for producing high quality software. Denise Sylvester's award was for exceeding the performance standards of her PIPR, while Dorothy Daigle was awarded for outstanding diligence while working on the Interim LIS System. For work as project leader on two complex applications simultaneously, Don Oakland received an award. Gary Aho was awarded for Sustained Superior Performance on his PIPR and efforts on the Departmental Fleet Management System and Automated System for Acquisition Processing. Alan Iwahasi received recognition for work as a Lead Programmer Analyst consistently exceeding standards in both quality and quantity of work throughout FY 1988. Marvin Gutwein received an On-The-Spot Cash Award for his work as Chairman of the 1989 Combined Federal Campaign.

Clarence (Andy) Anderson, Branch of Computer Operations, received an Official Service Award. As co-leader on the RETARS Project, he helped analyze, design, and construct the system. He also wrote five COBOL programs for Level 6 operator functions in RETARS.

Dan Martin of Interim LIS Management received a Special Act Award for completion of the Cultural Resources Predictive Modeling Project.

This fiscal year, four data transcribers in Computer Operations received productivity awards for their outstanding performance and savings to the government. They are Jeannie Al-Sheikh, Denise Contreras, Thelma Dowds, and Melody Person.

Technical Services

In the Division of Technical Services the following employees received Special Achievement Awards for their superior performance in FY88: Charles Dodson, Fred Hostetler, Troy Bunch, John Green, Lawrence Cunningham, Joseph Harris, William Ball, Richard Case, Connie Slusser, Betty Wilson, William Burtt, Michael Hutt, Bonnie Stewart, Theresa Ely, Melinda Walker, Phyllis Day, and Marilyn Myers.

The Division of Technical Services also presented Special Act Awards to Jerome Fiedler for procurement, acceptance testing, and adaptation for BLM Cadastral Survey application of nearly $500,000 of global positioning system equipment and Vickie Smejkal for fulfilling all necessary Cadastral Survey Cache functions during FY88 while the manager's position was vacant. Herman Weiss received four separate, written commendations from BLM offices for work performed beyond PIPR requirements. Hugh Wolfe completed assignments in a critical area of aerial photography in an exemplary manner and developed a new method for etch and dye, which saved both time and money.

Director's Staff

Judith Herrington received a special act award for her excellent effort on the recent SC reorganization. She was able to get functional statements amassed and approved in quick order, which expedited the change.

Gordon Jennings was rewarded for superior performance, particularly regarding his work with the Management and Leadership Workshop, including extensive research that helped establish the workshop as an important management program.

Gordon Jennings and Moxie or Moxie and Gordon Jennings

Donna Emmons was cited for her overall excellence in performing secretarial duties for the DSCD-Administration.

Nellie Werito of the EEO Staff received special recognition for the high quality of counseling reports she prepared for the WO. Her thoroughness led to quick settlements and saved money by helping avoid protracted disputes.

Karen Miranda received an On-The-Spot Award for her work in proofreading the BLM History in a short time, allowing the SC to help meet its publication deadline.

Upcoming Event
Federal Women's Program
March 14 and 15

JUST DO IT

Got a bad case of Couch Potato Syndrome? Have your friends started calling you Spud? Perhaps it's time to get up off your "couch" and start moving. If you need a place to work out that is convenient to the Federal Center, try the Health Habit in the Sheraton Hotel at 360 Union Boulevard or the Point Athletic Club at 533 Van Gordon Street (one block west of the Sheraton).

The Sheraton facilities feature a 30-meter indoor lap pool and floor to ceiling windows overlooking Union that provide natural sunlight on the swimmers. You might even forget it's winter. Water aerobic exercisers start splashing as early as 6:30 am.

If muscles are your thing, the Health Habit has both free weights and Nautilus just-do-it equipment. Low and high impact aerobics and body toning are also popular activities conducted throughout the week in their mirrored aerobics room. Want to tone those thighs? Use their exercise bike. Want to tighten your tummy? Try the sit-up board. If you are headed toward the next Olympic sculling race, get in shape with the rowing machine.

Had a really rough day? Go soak your head and other piecey parts in their bubbling hot tub. A sauna room and a steam room are also available for melting your pounds into puddles.

If you're bound for Spring Vacation and want a head start on your tan, stretch out for a session on the tanning bed. It costs $5 per half hour and requires reservations. The outdoor track will also be opening in the Spring as weather permits.

Don't worry about bringing a towel for the showers or a lock for your locker. The Health Habit provides them both free of charge. Membership rates are $30 per month for unlimited facility use or $25 per month if you join with a group of at least five. Monthly costs are $15 for use of the pool only and $20 for unlimited participation in aerobics only.

Open hours are from 6 am to 9 pm weekdays and from 8 am to 8 pm weekends. For additional information, call the Health Habit at 987-2000, Ext 2094.

The Point has all the facilities mentioned above and, in addition, stair master machines, racquetball and tennis courts, a gymnasium, and a nursery. They have 70 fitness classes per week.

Federal employees pay no initiation fee. Beginning in April, the cost for a single health membership (no racquetball or tennis) will be $250 annually, $450 per couple, or $650 per family. Racquetball is an additional $100 per year and tennis another $100 per year. Hours are 6 am to 11 pm, Monday through Thursday, until 10 pm, Fridays, and 8 am - 6 pm, on Saturday and Sunday.

BOB WAGNER

Shaded but not shady

Bob Wagner recently received his 30-year pin. He began his government career with the United States Marine Corps in 1950. In 1956, Bob began work for the Soil Conversation Service (SCS), but after six months decided he couldn't live on the $3,200 per year salary.

During his career he has served as District Ranger for the Comanche National Grassland in Springfield, District Ranger for the Pikes Peak and Redfeather districts, and Range and Wildlife Staff Officer for the Pike-San Isabel National Forest.

He transferred to the Colorado State Office of BLM in 1979 as a Range Specialist.

Currently, Bob works as a Range Scientist for the Branch of Resources, Division of Data Management. He provides technical assistance in range management and vegetation inventory to field office personnel and works closely with ADP personnel in the development of the Inventory Data System vegetation data base system.

In his spare time, Bob enjoys carpentry, photography, and travel.

FEDERAL FINANCIAL SYSTEM

The Department of Interior (DOI) has purchased off-the-shelf accounting software for use by all DOI bureaus and offices. The software, called the Federal Financial System (FFS), is owned and marketed by American Management Systems, Inc. (AMS). Ownership of the purchased package within DOI will reside with the U. S. Geological Survey (USGS). BLM is scheduled to convert to FFS by October 1, 1989.

The Department has two administrative service centers, one operated by USGS in Reston, VA, and the other operated by the Bureau of Reclamation (BOR) in Denver. Administrative service centers process administrative applications that can be developed for multiple Bureau needs. FFS is one such application; the new Federal Personnel Payroll System is another. BLM's FFS application will be operated at BOR's Administrative Service Center.

FFS is an integrated financial management system that was designed for use by Federal agencies. It contains a number of financial modules (e.g. budget execution, general ledger, and travel) built around an AMS product called CORE foundation software. It is a table intensive system that allows certain flexibilities not present in the current financial management system.

The conversion effort to FFS is being led by the Division of Finance, with close coordination from the Division of Systems Engineering. There is considerable Washington Office and DOI oversight. In addition, a team of Bureau managers provides guidance to the FFS implementation team. Finally, a subcommittee of the Field Committee has been established as a quick decisionmaking vehicle.

RETARS TRAINING

RETARS training (Remote Entry of Time and Attendance Reports System) was held February 15-17 at the SC. Twenty-five designated timekeeper/data entry persons attended the sessions, facilitated by Gary Grimstvedt and Dave Walkinshaw, Division of Finance.

Improving the accuracy of T & A data entered is accomplished by a system editing feature. This feature allows validation of data at the point of input and eliminates a lot of manual review now being done by timekeepers. The data is edited for valid cost structures and for correct, balanced hours totals.

Systems planners strongly encourage supervisors to involve everyone in the T & A process. Each employee should fill out the new T & A Report Form in place of the old Field Time Report.

RETARS is scheduled to go into effect at the SC in March.